



Key skills

- Excel
- Team Management
- Communication Skills
- MS Office
- Photoshop
- AutoCAD



Personal Information

City **Nashik**

Country **INDIA**



Languages

- English
- hindi
- Marathi

Komal sainath upadhyay

HR EXECUTIVE



3 Years 0 Month



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9325544604



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Profile Summary

Experienced and self-motivated Human Resources Professional with three years of industry experience administering, policies and procedures in the Human Resources Department of a fast-moving technology company.



Education

MBA/PGDM, 2025

Dr DY Patil Institute of Management,
Pune

B.Com, 2023

Ghokhale Education Society

12th, 2020

Maharashtra, English



Work Experience

Apr 2023 - Present

HR EXECUTIVE

Drivensteel Engineering Pvt Ltd

Design compensation and benefits packages Implement performance review procedures (e.g. quarterly/annual and 360\260 evaluations) Develop fair HR policies and ensure employees understand and comply with them Implement effective sourcing, screening and interviewing techniques Assess training needs and coordinate learning and development initiatives for all employees Monitor HR department\u2019s budget Act as the point of contact regarding labor legislation issues Manage employees\u2019 grievances Create and run referral bonus programs Review current HR technology and recommend more effective software (including HRIS and ATS) Measure employee retention and turnover rates Oversee daily operations of the HR department

Aug 2021 - Dec 2022

Hr recruiter

karma consultants

Screen candidates by reviewing resumes, cover letters, and applications to shortlist the potential employees.

??? Create and maintain a database of candidates and those who left

the organization.

??? Administer aptitude tests or similar to assess the candidates soft skills.

Conduct interviews in person or use video conferencing software. ??? Maintain clear communication with the potential candidates

throughout the hiring process.

??? Negotiate terms and conditions such as compensation, benefits.

and facilitate the onboarding process.

??? Create recruitment strategies with hiring managers to determine the

skills, qualifications, and experience needed for the role.

??? Update job descriptions per the growing requirements of the job or a new role.

Employ various methods to source and attract potential candidates.